



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE

Mental Health Rehabilitation Specialist I/II

SALARY

In-County

FFD: 10/22/2010

Mammoth Lakes, CA

I: Range 50: **\$2,837-\$3,448**

II: Range 54: **\$3,132-\$3,807**

40 hrs. per week

The County of Mono is accepting applications for the position of Rehabilitation Specialist. Qualified applicants not selected for this position will be placed on a one-year eligibility list from which future vacancies may be filled.

The Position:

Under general supervision, to learn and perform a variety of specialized supportive services for the mentally ill requiring knowledge of individual and group dynamics. Incumbents will be responsible for keeping records of their client contacts as well as for the maintenance of daily time sheets. Other duties related to the provision of these supportive services, including assessment of client needs and development and updating of service plans, may also be required. Rehabilitation Specialist II: This class is distinguished from a Rehabilitation Specialist I in that many of the supportive tasks performed by Is are performed in a learning capacity while greater facility with supportive skills are developing. IIs are expected to have sufficient experience to perform job duties more independently.

Examples of Duties:

- Assessments; Service planning; Individual Interventions; Group facilitation; Case management;
- Assist clients with needed services such as social skills development, assistance from other county agencies, doctor and other appointments, and housing;
- Provide home based services as needed; Assist clients with house-keeping chores if assigned to the residential program;
- Assist clients to keep the residential facility free from snow in the winter; Transport clients as needed; Documentation in support of the above activities.

Knowledge of:

- Good "people skills", interviewing techniques, and good public relations techniques.
- Some causes of and treatments for mental illness.
- Maintenance of client files.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Computers and software.

Ability to:

- Perform a variety of client interventions.
- Help clients follow their treatment plans.
- Function as part of a multi-disciplinary team.
- Recognize the signs and symptoms of mental illness.
- Differentiate between an education group and a process group and have the ability to co-facilitate both types.
- Deal tactfully with difficult clients.
- Recognize when to seek supervision.
- Accurately and legibly maintain and update a variety of records and information systems.
- Operate a computer and use department software in the performance of assigned work.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Consistently demonstrate cooperative behavior with colleagues, supervisors, and clients.
- Travel in County.

Special requirement: Possession of a valid Class C driver's license required.

Training and Experience: Rehabilitation Specialist I: Any combination of education, training, and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Prior work in a residential program of any type; and/or prior experience working with the mentally ill; and/or being a consumer of mental health services. Rehabilitation Specialist II: At least one year of experience as a Rehabilitation Specialist I.

Selection Process: The selection process may include any of the following: application, a written test, and/or an oral interview (weighted 100%).

Application Process: For a complete job description and application contact Human Resources. All completed County applications received in our office by 5:00 pm 10/22/2010 will be considered. Faxed and e-mailed applications will be accepted provided the application with the original signature is postmarked by 10/22/2010.

COUNTY OF MONO

COUNTY ADMINISTRATIVE OFFICE – Human Resources

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EOE/AEE/ADAE